

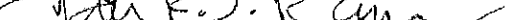
POSITION DESCRIPTION (Please Read Instruction On The Back)				1. Agency Position No. 5575-0000094	
2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Re-establishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location Tupelo, Mississippi	
(Show any positions replaced) Update and		7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests	
		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Executive <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	
		12. Sensitivity <input checked="" type="checkbox"/> 1. Non Sensitive <input type="checkbox"/> 3. Critical Sensitive <input type="checkbox"/> 2. Noncritical Sensitive <input type="checkbox"/> 4. Special Sensitive			
5. Duty Station Natchez MS		6. OPM Certification No.		9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
13. Competitive Level Code		14. Agency Use			
15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials Date
a. U.S. Office of Personnel Management					
b. Department, Agency or Establishment					
c. Secondary Level Review					
d. First Level Review	Maintenance Worker	XA	4749	05	af 1/23/0
e. Recommended by Supervisor or Initiating Office	Maintenance Worker	XA	4749	05	
16. Organizational Title of Position (If different from official title)		17. Name of Position			

16. Organizational Title of Position (If different from official title)	17. Name of Employee (If vacant, specify)
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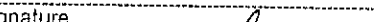
18. Department, Agency, or Establishment Department of the Interior	c. Third Subdivision Natchez Trace Parkway
a. First Subdivision National Park Service	d. Fourth Subdivision Division of Facilities Management
b. Second Subdivision Southeast Region	e. Fifth Subdivision

<p>19. Employee Review - This is an accurate description of the major duties and responsibilities of my position.</p>	<p>Signature of Employee (optional)</p>
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20. **Supervisory Certification:** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Official Taking Action John R. Rawson Chief, Division of Facilities Management		b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)	
Signature 		Signature	
Date 23 JAN 2009		Date	
4. Classification/Job Coding: 0-118-100-0000			

<p>11. Classification/Job Grading Certification I certify that this position has been classified/graded as required by Title 5 U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.</p>	<p>22. Position Classification Standards Used in Classifying/Grading Position</p> <p>FWS JGS 4749 dated 5/74</p>
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Typed Name and Title of Official Taking Action V. Artis Griffin Human Resources Officer		<p><b>Information for Employees</b> The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FSLA, is available from the personnel office or the U.S. Office of Personnel Management.</p>
Signature 	Date 11/23/04	

[illegible]

f. Description of Major Duties and Responsibilities (See Attached)			
N 7540-00-634-4265	Previous Edition: None	1000-00-000-0000	(N/A) (Rev. 1-85)

Maintenance Worker  
WG-4749-05

### Major Duties

Carries out assigned tasks in accordance with the Performance Work Statement and the Quality Control Plan. Takes personal responsibility for meeting standards and quality measures. Assists in monitoring and reporting of results.

Performs various park maintenance tasks relative to repair and upkeep of buildings, structures, facilities, roads and grounds. Performs the following tasks as indicated:

Removes trash and debris from roadway and roadsides. Cleans up comfort stations, campgrounds, picnic areas and offices. Operates pickup truck in performing these duties. Cleans parking areas and intersections. 50%

Operates heavy lawn mowers and performs minor operator maintenance on them; operates and maintains string trimmers, chain saws, and leaf blowers. Operates motor vehicles up to 10,000 GVW in the performance of these duties. 10%

Makes minor repairs to buildings and structures. Repairs vents where covered openings are loose or damaged; saws lumber to specified dimensions and nails in place. 5%

Prepares surfaces for painting by sanding, buffing, and cleaning; cleans brushes and equipment; moves ladders, scaffolding and/or drop cloths; and carries paint, brushes and equipment. Applies one or more sealing compounds occasionally. As directed, applies prime coats to rough work (porches, fences) where protection rather than appearance is of concern; uses brushes or rollers where no mixing of paint is required. 5%

Removes units/subassemblies (carburetor, generator, fuel pump, starters, etc.) from automotive vehicles. Secures tools and replacement parts, cleans and lubricates parts, tightens body bolts; removes and replaces wheels, tires, spark plugs; flushes cooling systems, charges battery. 5%

Clears simple stoppages; replaces washers in faucets; cuts or drills previously marked holes and openings in walls or floors; carries pipe fittings, tools, and materials to and from

worksite. Performs incidental tasks such as shop "housekeeping," cleaning tools, machines and equipment; and digging ditches preparatory to the installation of mains and feeder lines. Uses tools of the trade. 5%

Replaces fuses and light bulbs. As directed and following well-established procedures, installs/replaces light switches, receptacles, etc., as marked or instructed, strings electrical wiring and staples/fastens into place. 5%

Removes broken shingles, tiles, or old roofing; hauls asphalt and spreads with mop or rake as directed. Lays roofing felt and carries shingles tiles and roofing material to work site. 5%

Digs and grades ditches and trenches with pick and shovel where dirt is hard and compact; fills and levels holes in damaged roads and trails, mixing materials and leveling surface of patch with tamper; mixes and pours concrete, hot mix, etc.; may occasionally operate jackhammer or heavy power tools. 5%

Loads and unloads conveyances; moves, packs, stacks, arranges various items. 5%

#### Factors

#### Skill and Knowledge Required

Knowledge of routine trades such as electrical, plumbing, carpentry, painting, equipment maintenance, road maintenance, and techniques related to required duties.

Ability to work in extreme temperatures, in areas subject to insect bites, poisonous plants and animals, and with chemicals.

Ability to use or operate tools, equipment, and motor vehicles safely.

Ability to work independently.

Ability to lift and carry heavy objects up to 50 pounds on rough slopes and steep trails.

In addition to the above qualifications, must possess and maintain a valid drivers license in the state of residence. If the individual fails to maintain the required license, he/she will be subject to removal from the position.

Responsibility. Incumbent is expected to independently complete regular assignments. Work is subject to spot check during progress and upon completion for compliance with instructions, adherence to established practices and standards, and overall acceptability of work. Supervisor or higher grade worker is available for advice and guidance and to provide specific instructions on new or nonrecurring assignments.

Physical Effort. Moderate to strenuous effort is required in stooping, bending, working on steep terrain (slopes and trails), working in cramped positions, frequent lifting and carrying of materials weighing 50 pounds(request assistance when object exceeds 50 pounds), operating power mowers, string trimmers, chain saws, and using hand tools for long periods of time.

Requirements. Must have a valid state motor vehicle operator's license.

Working Conditions. Work inside and outside in all types of weather. Is subject to dirt, grease, grime, falls, cuts and bruises, burns, bites and stings, and other injuries. Exposed to high temperature and humidity.